

INQUIRY PROCESS



STEP 1

Complete Inquiry Form. (found on our website).

This five minute step gives us the basic information we need to check our production schedule for availability.

STEP 2

Initial Phone Call. As soon as we receive your inquiry form, we will be in touch to set up a virtual meeting. Together, we will look through photos, jot down notes, talk logistics, budget comfort zone and brainstorm.

STEP 3

Proposal Meeting. Our proposals generally have a 1 week turn around. During this virtual meeting, we will present a personalized floral plan and mood board meticulously crafted to optimize your budget, ensuring emphasis where it matters most. Your proposal is tailored to reflect your dream florals, seamlessly integrating with your overarching aesthetic. This meeting is dedicated to hearing your feedback and fostering a collaborative exchange of ideas.

For planners, this meeting can happen before presenting our proposal to your client. Our proposals are valid for one week so we will time our proposal to happen once you have narrowed florist choices and are pretty close to decision making time.



STEP 4

Proposal Revisions. Back at our office, the Sophie Felts Team will tweak your mood board and proposal to get it to a place where we both feel comfortable and excited to move forward. We'll email you a revised copy within 24 hours that can be approved online. The proposal is valid for 7 days.

STEP 5

Proposal Approved. Once we receive your signed contract your date is officially on our calendar.

We require a 35% deposit, Payment may be made by check, credit card or ACH. An invoice will be sent with your proposal.

Please know you are not locked into the initial design. We can (and will!) continue to make adjustments after the proposal is approved

STEP 6

You can now sit back and enjoy your engagement knowing that your floral plan is being executed.

We will work with your planner to schedule a sample table meeting and often a site visit. We also work with your planner on logistics and timeline

We'll be back in touch around 6 weeks out for a Final Details Phone Call. Please keep a list of small changes and details to go through at the meeting. Final payment is due 30 days out and we will send an invoice.



SOPHIE FELTS
FLORAL DESIGN